# 5TH WORLD CONGRESS ON DISASTER MANAGEMENT
## 24th -27th November 2021, New Delhi, India

# EasyChair instructions for Authors

The submission and review of papers for **WCDM2021** will be managed through an online conference paper management system called **EasyChair**. This system gives you, the author, complete control over your submission.

The submission process consists of 2 stages:

1. Paper submission
2. Revised paper submission

Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version prepared with template for publishing.

This guide is intended to support authors during the submission process. It has 3 parts:

- Setting up an account
- Draft paper submission
- Revised paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: convenor@wcdm.co.in

# Set up an account as an Author

First, you will need to set up an account (username and password) as an author.

Go to https://easychair.org/conferences/?conf=wcdm2021

You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.

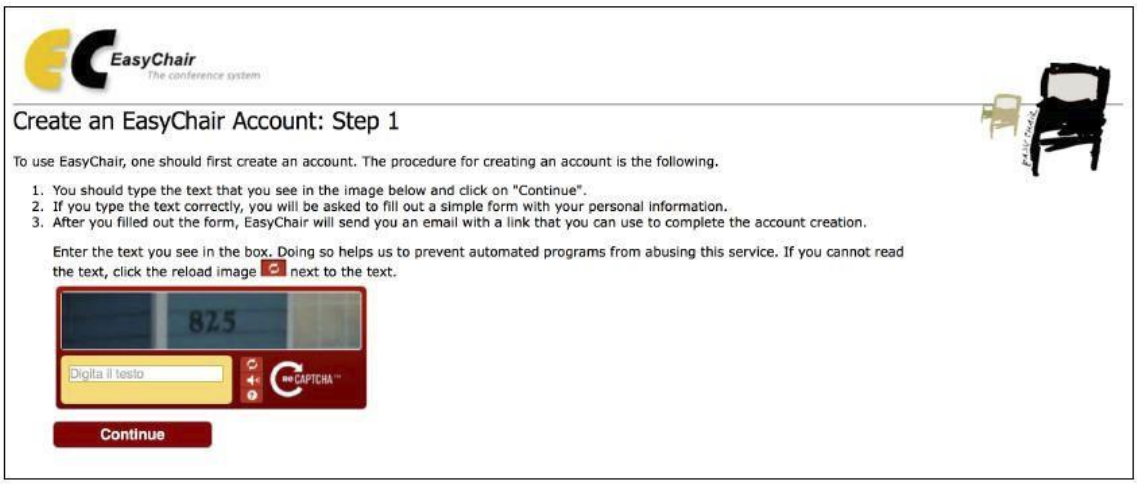


**Figure 1: Enter information to sign up**

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”

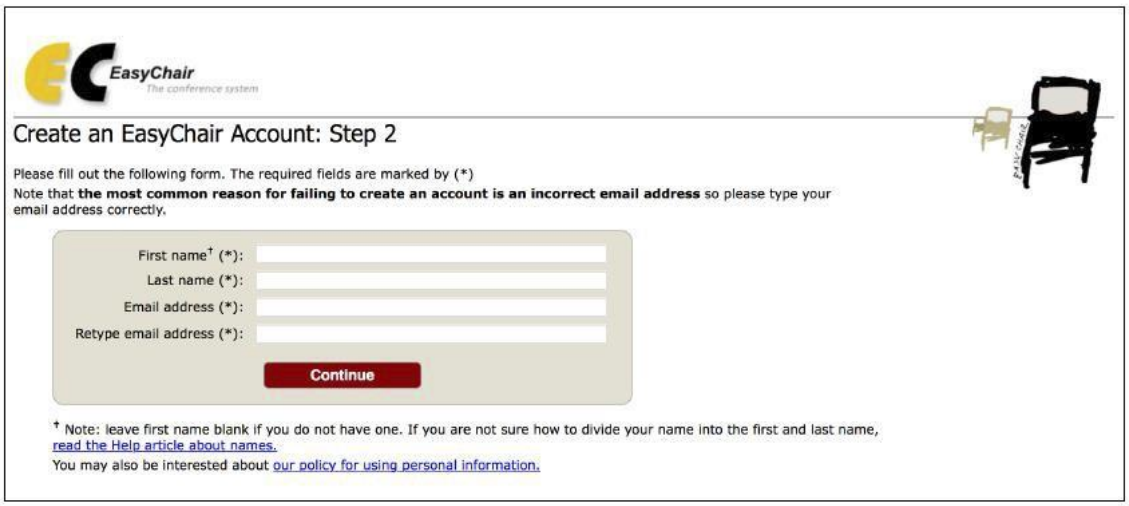


**Figure 2: Fill in the form**

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

**Figure 3: Login email**

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

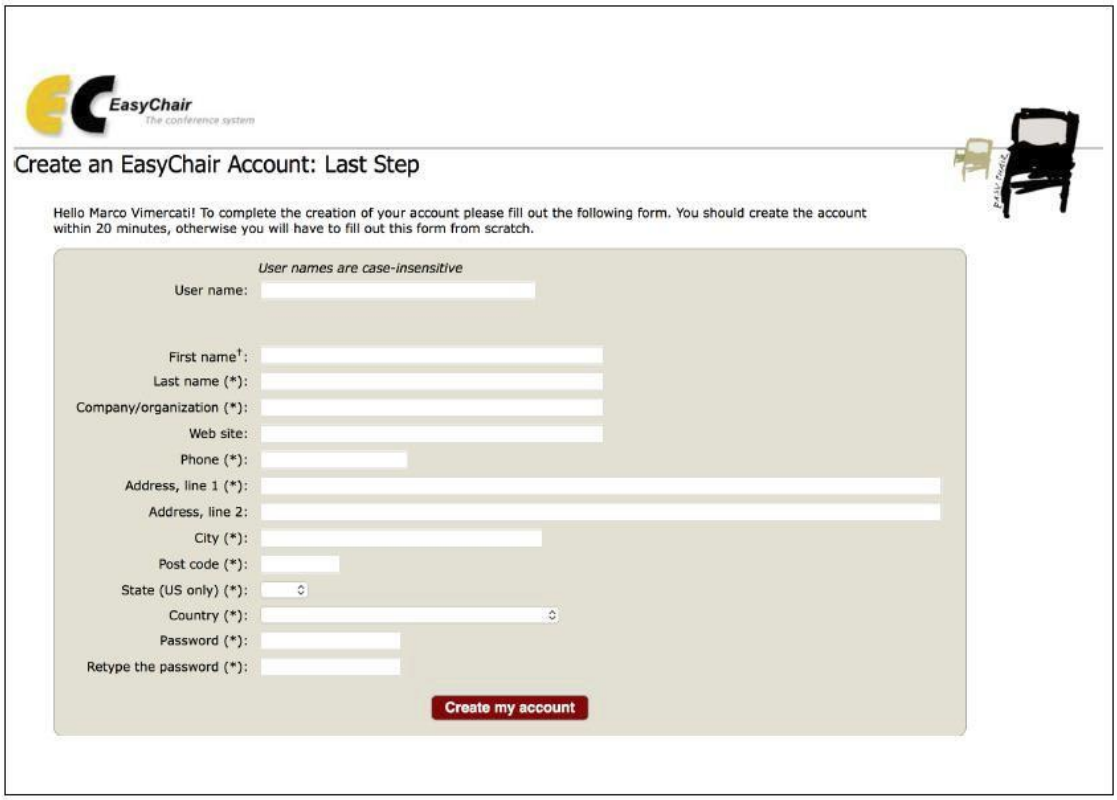


**Figure 4: Create an account**

After the account is registered, you may log in to **WCDM2021** simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link https://easychair.org/conferences/?conf=wcdm2021

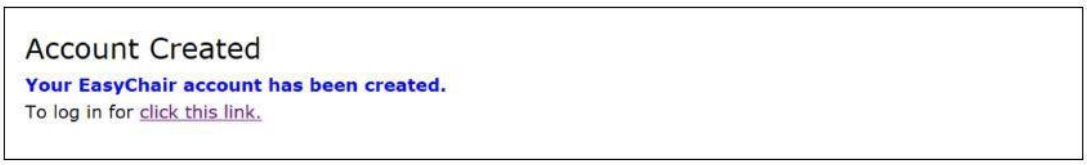


**Figure 5: Link to the login page**

# Paper submission

After logging in to the EasyChair website for **WCDM2021**, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).

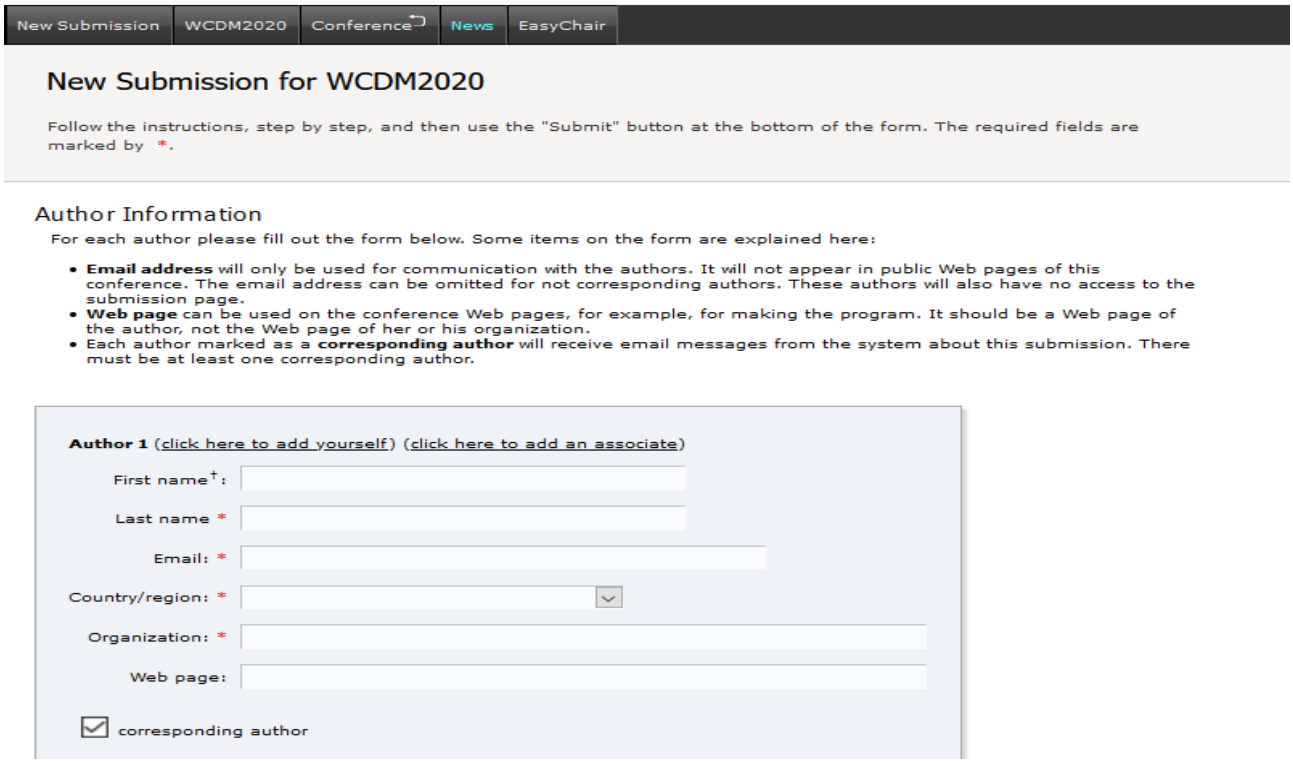


**Figure 6: The main page for authors**

Follow the on-screen instructions and fill out all of required information about the authors.

Fill out the text abstract, keywords and the related topics (as shown in Figure 7).

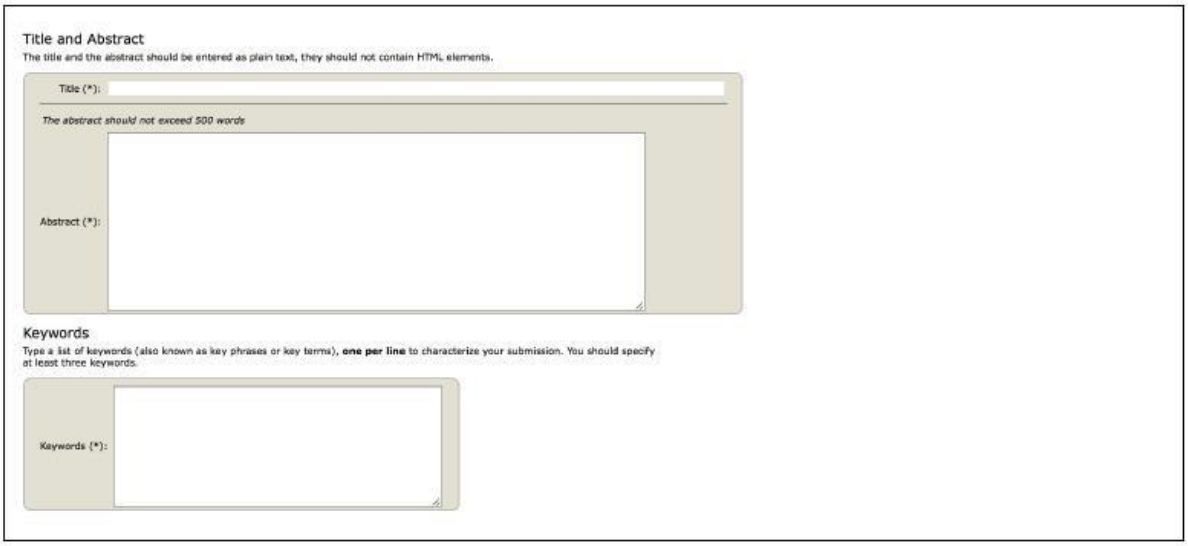


**Figure 7: Abstract submission**

Click on the “Submit” link to upload your paper (as shown in Figure 8).

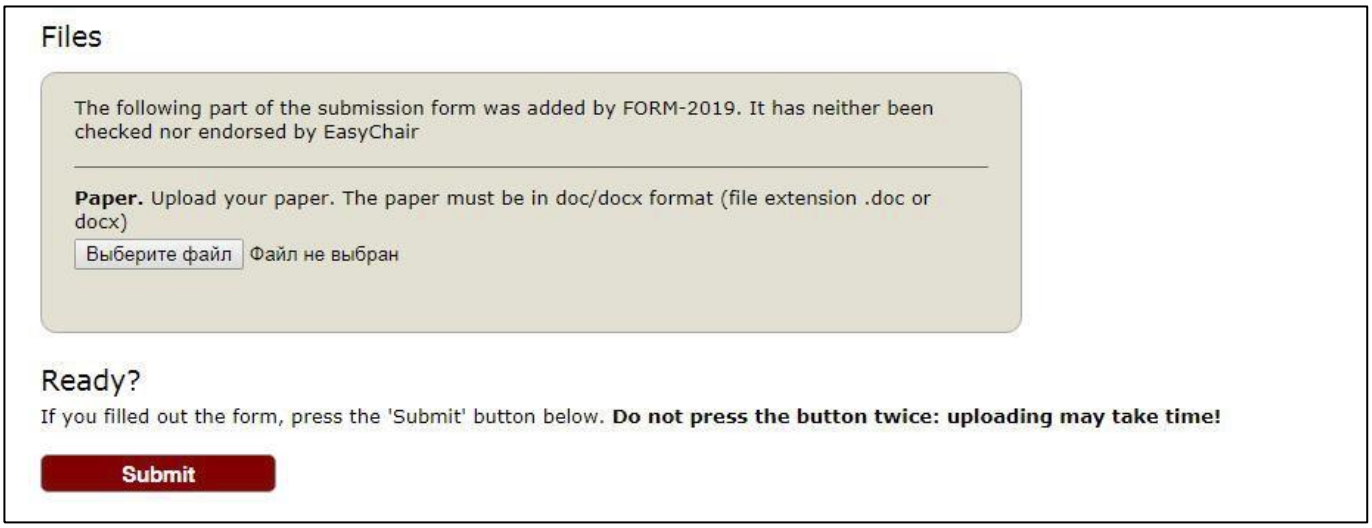


**Figure 8: Paper submission**

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 9). Click on “Submission #” for changing any information about the submission.

Use the links at the top-right corner for:

- Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- Uploading files: the “Add file” link may be used to upload files.
- Withdrawing the submission: select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

## Revised paper submission

If your paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission # and select “Update file” from the right-hand menu of the Submission screen.
After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the “Submit” button.